

Business Technology Alignment (BTA) Architecture Working Group Meeting Minutes 09/09/03

Location:	830 1 st Street, NW, UCP (room 74D1 / 74D2), 9:30 – 11:00	
Present:	Denise Hill, FSA Enterprise Architecture Anna Allen, Financial Partners Jackie Anderson, Financial Partners Suneel Bhargava, ITA Sandy England, CIO Mike Giordano, Operations (CSC) Terry Hardgrave, Pearson EA Team	Colleen Kennedy, Schools Channel Denise Merchant, Schools Channel Carl Porter, Operations (CSC) Yair Rajwan, Pearson EA Team (IBM) Deb White, Pearson EA Team Terry Woods, CIO
Agenda:	<u>Agenda:</u> <ul style="list-style-type: none"> ❑ Review / Approve Previous Meeting's Minutes ❑ Network Dispatcher vs. Cisco CSS (Content Services Switch) ❑ ISIR Data Marts ❑ FSA Touchpoints ❑ Workshop: "Enhance the BTA process to more effectively align technology decisions to the FSA business needs." 	
Action Items:	Previous (Open): <ol style="list-style-type: none"> 1. July 15 – Alex Lefur to ensure escalation procedures are in-place for the SAIG implementation. In addition, the points of contact need to be refreshed based on the latest FSA organization announcement. 2. July 15 – ALL: Members should send ideas on how to <i>enforce</i> the Business Technology Alignment Governance process to Debra.White@ed.gov by COB, July 23rd. How can we ensure business cases depicting technological changes are reviewed / approved by the Architecture Working Group in a timely manner (i.e., before it is presented to DSG)? Update: A special meeting will be called to discuss this item. 3. July 15 – Denise will address the idea of modifying the business case template to emphasize the requirement of an Architecture Working Group review. 4. August 12 – Sandy England to send Terry the updated diagrams to be considered for TIB. 5. August 12 – Christine Williams to send Terry the updated diagrams to be considered for TIB. Update: Accenture will update the production diagrams for the Narrowcast Server when it goes to production: currently scheduled for the second week of October. The diagram will be sent to Terry at that time. 6. August 12 – Alex Lefur to get largest file size used in SAIG capacity testing and send to Deb/Terry for distribution. 7. August 12 – Terry Hardgrave will add ITA section to TIB per Sandy's suggestion. 8. August 12 – Terry Hardgrave will add dev/test environments to some diagrams per Sandy's suggestion. 	

	<p>New:</p> <ol style="list-style-type: none"> 1. September 9 – Sandy England to update the performance test scope & schedule for the implementation of Cisco CSS to include AKAMAI. 2. September 9 – All Please distribute the attached touchpoints spreadsheet and contact Terry Hardgrave (terry.Hardgrave@ed.gov) with modifications. 3. September 9 – Denise Hill to raise the concern that within FSA, there is no single entity that is responsible for web coordination (within FSA AND to ED) 4. September 9 – Terry Hardgrave and Sandy England to discuss a mechanism for archiving modernization and out-of-date documentation that may need to be searched, but not available for external usage. 5. September 9 – Colleen Kennedy to present on the topic of adding a bonus pack to Interwoven (content management tool) to the Architecture Working Group for review / approval. 6. September 9 – All consider who should be participating in the Architecture Working Group, and who should be included on the distribution emails. 7. September 9 – Deb White to schedule a brainstorming session with Architecture Working Group members, project leads and Mike Giordano to discuss “Enhance the BTA process to more effectively align technology decisions to the FSA business needs.” <p>Closed:</p> <ol style="list-style-type: none"> 1. September 9 – Carl Porter to provide Deb White with the document that supports the recommendation to move toward Cisco CSS (as supporting documentation to Sandy’s presentation, “<i>FSA Load Balancing: Network Dispatcher vs. Cisco CSS</i>”). <i>Completed.</i> 2. September 9 – Denise Hill to send Jackie Anderson, Anna Allen and Colleen Kennedy a copy of the draft Web Usage and Web Services deliverables created by the Data Strategy team. <i>Completed.</i> 3. August 12 – Chris Paladino to send Terry the updated diagrams to be considered for TIB. <i>Completed.</i>
Issues/Risks:	n/a
Next Meeting:	<p>Tuesday, October 7, 2003 (tentative) 9:30 am – 11:00 am 830 1st Street, NW, UCP (room TBD)</p> <p>Expected Topics:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Approval of previous meeting’s minutes <input type="checkbox"/> ISIR Data Marts (Nina Colon) <input type="checkbox"/> Interwoven (Colleen Kennedy) <input type="checkbox"/> Security

Meeting Discussion Items:

- **Review of Previous Meeting Minutes**
 - The previous meeting minutes were reviewed – no changes made.

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- **Network Dispatcher vs. Cisco CSS**
 - Sandy England gave a presentation comparing the current Network Dispatcher solution for FSA Load Balancing against the recommended Cisco CSS (Content Services Switch). Cisco CSS is a hardware dispatcher instead of a software dispatcher and is less expensive.
 - The group approved the movement toward Cisco CSS barring any performance test issues.
 - **ISIR Data Marts**
 - Nina Colon was unable to be present at the meeting. This item will be forwarded to October's agenda.
 - In Nina's absence, Sandy England provided the following information:
 - Representatives from FSA, Accenture and Pearson are participating in vendor demonstrations for a new ISIR Analysis tool this week. Those products being reviewed are:
 - Business Objects
 - Crystal Decision (Business Objects has acquired Crystal)
 - Crystal Enterprise
 - Information Builder
 - Web Focus
 - Focus (Mainframe)
 - Accuate 7
 - Hummingbird 8.0
 - Microstrategy
 - Jim Greene and Shyam Pai were responsible for writing the requirements.
 - High hardware / software costs is keeping Microstrategy out the running for the solution.
 - The product that is selected may not be the "Enterprise" solution because of ISIR's unique requirements. The activity that needs to be supported is not a data mart per se because records can be modified.
 - **FSA Touchpoints**
 - Terry Hardgrave distributed a spreadsheet of FSA websites (i.e., touchpoints) plus a mock-up of a possible new www.fsa.ed.gov homepage that would serve as a short-term solution until a full portal solution is implemented.
 - The touchpoints work resulted from a discussion in the Data Strategy Web Usage area where Terry Woods suggested consolidating the various websites under a single page containing links to all other relevant pages.
 - A spirited conversation erupted that resulted in the realization that FSA needs a central focus point for website topology.
 - There is a disconnect between the Department of Education website and connectivity to Federal Student Aid that needs to be fixed instead of spending time/resources on constructing yet another website. It was also noted that a "History of FSA" and explanation of the modernization effort does not exist.
 - **Workshop**
 - Because all of the different Architecture Working Group areas were not represented, this topic was not discussed in detail; however, suggestions were taken on how to get the best ideas for improving the Business Technology Alignment process.

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- Denise Merchant suggested that the project leads get involved in the Architecture Working Group meetings and that we should also include Debbie Bairdain, the overall project management coordinator.
 - **Adjourn.**
 - May have to schedule an emergency Architecture Working Group meeting to discuss security solutions.
 - The next meeting date was not discussed, but is tentatively set for Tuesday, October 7th.